ORDINANCE NO. 5

Series 1980

A ORDINANCE ESTABLISHING A PERSONNEL SYSTEM FOR THE CITY OF ELGIN.

The City of Elgin ordains as follow:

Section 1. TITLE. The title of the ordinance shall be "The Personnel Ordinance of the City of Elgin."

Section 2. PURPOSE. This ordinance is adopted to establish an equitable and uniform procedure for dealing with personnel matters; to attract to municipal service and to retain the best and most competent persons available; to assure that appointments and promotions of employes will be based on merit and fitness; and to provide a reasonable degree of job security for qualified employes.

Section 3. ADOPTION AND AMENDMENT OF RULES. Personnel rules shall be adopted and amended by resolution of the Common Council. The rules shall provide means to recruit, select, develop, and maintain an effective and responsive work force, and shall include policies and procedures for employe hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge, and other related activities. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and, furthermore, shall be based on merit and fitness.

Section 4. ADMINISTRATION OF THE RULES. The mayor and/or his designate shall be responsible for:

(a) Administering all the provisions of this ordinance and of the personnel rules not specifically reserved to the Common Council.

(b) Preparing or causing to be prepared and recommending to the Common Council personnel rules and revisions and amendements to such rules.

Section 5. SEPARABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 6. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after December 16, 1980.

Passed by the Common Council this 16th day of December, 1980.

ATTEST:

Betty Hulce
City Recorder

Thomas B. Grant
Mayor